

**DISASTER MANAGEMENT
PLAN
//KHARA-HAIS MUNICIPALITY**



**UPINGTON
NORTHERN CAPE PROVINCE**

LEVEL 1

A Level 1 Disaster Risk Management Plan applies to national or provincial organs of state and municipal entities that have not previously developed a coherent disaster risk management plan:

- ***Establishing institutional arrangements*** for disaster risk management.
- ***Putting in place contingency plans*** for responding to known priority threats as identified in the initial stages of the disaster risk assessment.
- ***Identifying key governmental and other stakeholders and Develop the capability*** to generate a Level 2 Disaster Risk Management Plan.

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AUTHORISATION AND APPROVAL OF THE DISASTER RISK MANAGEMENT PLAN

The //Khara-Hais Municipality disaster Risk Management Plan Level 1 has been prepared in accordance with the provisions of the Disaster Management Act, 2002 (Act No. 57 of 2002) sections 52 and 53; The National Disaster Management Framework published 29 April 2005; The Disaster Management Regulations Chapter 5 Disaster Management Act, 2002 (Act No. 57 of 2002) and the //Khara Hais Municipality Integrated Development Plan.

This plan has been documented by the Head: //Khara Hais Municipality Disaster Management Centre with support of the District Municipality in its area of jurisdiction and the //Khara Hais Municipality Disaster Risk Management Advisory Forum.

The Disaster Risk Management Plan is endorsed by the Executive Committee and is recommended to Council for approval.

The //Khara Hais Municipality Level 1 Disaster Risk Management and Emergency Plan is signed into an ordinance of council as recommended by:

MUNICIPAL MANAGER
//KHARA HAIS MUNICIPALITY

Dated: _____

and approved by council:

MAYOR
//KHARA HAIS MUNICIPALITY

Dated: _____

Council Res. No: 13/11.1/2006 (EC) RESOLUTION

FOREWORD

“DISASTER MANAGEMENT IS EVERYBODY’S BUSINESS”

The majority of //Khara Hais Municipality’s population is living in vulnerable conditions as a result of high level of poverty, low standards of living, high level of unemployment, lack of access to resources and environmental degradation.

The focus of the Disaster Risk Management Plan must be as required by the Disaster Management Act, 2002 (Act No. 57 of 2002), the National Risk Disaster Management Framework 2005 and the Disaster Management Regulations Chapter 5, Disaster Management Act, 2002 (Act No. 57 of 2002), to prioritize risk reduction strategies on communities who are most at risk to disasters which are highly to occur and which justify the efforts of risk reduction and emergency preparedness, rather than to take any possible disaster into consideration.

The Disaster Risk Management Plan will form part of the //Khara Hais Integrated Development Plan as a sector plan in contrast to the various cross-cutting issues related to “integrated plans”.

Disaster Risk Management Planning must be parallel with the Integrated Development Plan process in ensuring that high risk development projects are avoided. This can be achieved by ensuring that the Head of Disaster Management Centre serves (satellite) on the Integrated Development Plan Steering Committee as well as the Integrated Development Plan Representative Forum of the //Khara Hais Municipality.

VISION AND MISSION

Vision

To ensure a peaceful environment and enhance sustainable development in the //Khara-Hais Local Municipal area of jurisdiction.

Mission

An integrated, holistic and cost effective approach in disaster management to reduce and to mitigate the risk of possible disaster within the municipal jurisdiction.

DEFINITIONS AND TERMINOLOGY

“Act” – means the Disaster Management Act, 2002 (Act No. 57 of 2002)

“Disaster” - means the progressive or sudden widespread of localized, natural or human – caused occurrence which:

- (a) causes or threatens to cause:
 - (i) death or disease
 - (ii) damage to property, infrastructure or the environment; or
 - (iii) disruption of the life of a community; and
- (b) is of a magnitude that exceeds the ability of those effected by the disaster to cope with its effects using only their own resources.

“Disaster management” – means a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at:

- (a) prevention and reducing the risk of disasters;
- (b) mitigation the severity or consequences of disasters;
- (c) emergency preparedness;
- (d) a rapid and effective response to disasters; and
- (e) post-disaster recovery and rehabilitation.

“Disaster municipality” – means a municipality that has municipal executive and legislation authority in an area that includes more than one municipality and which is described in section 155 (1) of the Constitution as a category C municipality.

“Emergency preparedness” – means a state of readiness which enables organs of state and other institutions involved in disaster management, the private sector, communities and individuals to mobilize, organize and provide relief measures to deal with an impending or current disaster or effects of a disaster.

“Essential goods and services” – means those products, items, expertise or manufacturers, that are considered of importance or are indispensable when responding to a disaster.

“Hazard” – means threats to life, well being, material goods or the environment.

“Head of centre” – means the person appointed in terms of either section 45 of the Act.

“Integrated development plan” – means in relating to a municipality, a plan envisaged in section 25 of the Local Government Municipal Systems Act, 2000 (Act No. 32 of 2000).

“Level 1 Disaster Risk Management Plan” – applies to municipal entities that have not previously developed a coherent disaster risk management plan. It focus primarily on establishing foundation institutional arrangements for disaster risk management, putting in place contingency plans for responding to known priority threats as identified in the initial stages of the risk management assessment, identifying key government and other stakeholders and developing the capacity to generate a Level 2 Disaster Risk Management Plan.

“Level 2 Disaster Risk Management Plan” – applies to municipal organs of state that have established the foundation institutional arrangements, and are building the essential supportive capabilities needed to carry out comprehensive disaster risk assessment, identifying and establishing formal consultative mechanisms for development of disaster risk reduction projects and introducing a supportive information management and communication system and emergency communication capabilities.

“Level 3 Disaster Risk Management Plan” – applies to municipal organs of state that have established both the foundation institutional arrangements for disaster risk management and essential capabilities. The municipality must specify clear institutional arrangements for co-ordination and aligning the plan with other governmental

initiatives and plans of institutional role players. It must also show evidence of informed disaster risk management and ongoing disaster risk monitoring capabilities as well as relevant development measures that reduce the vulnerability of disaster-prone areas, communities and households.

“Local disaster” – means a disaster classified as a local disaster in terms of section 23.

“Local municipality” – means a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls and which is described in section 155 (1) of the Constitution as a category B municipality.

“Mitigation” – means in relation to a disaster, means measures aimed at reducing the impact or effects of a disaster.

“Municipal disaster management centre” – means a centre established in the administration of a municipality in terms of section 43.

“Municipal entity” – means a municipal entity defined in section 1 of Local Government System Act 2000.

“Municipal manager” – means a person appointed as such in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998).

“National disaster management framework” – means the national disaster management framework prescribed in terms of section 6.

“Prevention” – means in relation to a disaster, means measures aimed at stopping a disaster from occurring or preventing an occurrence from becoming a disaster.

“Primary role” – means that function for which a specific identified role player is best equipped and qualified to perform.

“Recovery” – means decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk.

“Relief” – means the provision of assistance or intervention during or immediately after a disaster in order bring relief to people and communities affected by a disaster.

“Risk” – means used to prescribe the likelihood of harmful consequences arising from the interaction of hazards and vulnerable elements.

“Risk reduction” – means measures taken to reduce long-term risks associated with human activity or natural events.

“Role player” – means an individual or group in society that can contribute meaningfully to the implementation of disaster management.

“Secondary role” – means an additional function that is performed by an identified role player in support of a primary role player.

“Vulnerability” – means the degree to which an individual, a household, a community or an area may be adversely affected by a disaster.

National Guidelines and Key Performance Areas (KPA') for Disaster Management

National Guidelines

- All proposed disaster risk assessments planned by national and provincial organs of state must be reviewed by the NDMC prior to commissioning of the assessments.
- All proposed disaster risk assessments planned by metropolitan municipalities must be reviewed by the NDMC and the appropriate PDMC prior to commissioning of the assessments.
- All proposed disaster risk assessments planned by district municipalities must be reviewed by the appropriate PDMC prior to commissioning of the assessments.
- All proposed disaster risk assessments planned by local municipalities must be reviewed by the appropriate MDMC prior to commissioning of the assessments.
- Incorporating disaster risk management programmes and initiatives into the activities of other national organs of state and key institutional role players have to be developed and implemented.
- Disaster risk management plans developed by municipalities must be incorporated into **IDP**, funding and implementation processes.
- Steps to be taken in developing the different levels of the disaster risk assessments:

Level 1 Disaster Risk Management Plan

A Level 1 Disaster Risk Management Plan applies to national or provincial organs of state and municipal entities that have not previously developed a coherent disaster risk management plan.

- Establishing institutional arrangements for disaster risk management.
- Putting in place contingency plans for responding to known priority threats as identified in the initial stages of the disaster risk assessment.
- Identifying key governmental and other stakeholders and Develop the capability to generate a Level 2 Disaster Risk Management Plan.

Level 2 Disaster Risk Management Plan

A Level 2 Disaster Risk Management Plan applies to national, provincial and municipal organs of state that have established the foundation institutional arrangements, and are building the essential supportive capabilities needed to carry out comprehensive disaster risk management activities.

- Establishing processes for a comprehensive disaster risk assessment.
- Identifying and establishing formal consultative mechanisms for development of disaster risk reduction projects and
- Introducing a supportive information management and communication system and emergency communications capabilities.

Level 3 Disaster Risk Management Plan

A Level 3 Disaster Risk Management Plan applies to national, provincial and municipal organs of state that have established both the foundation institutional arrangements for disaster risk management and essential supportive capabilities.

- Specify clear institutional arrangements for co-coordinating and aligning the plan with other governmental initiatives and plans of institutional role players
- It must also show evidence of informed disaster risk assessment and ongoing disaster risk

monitoring capabilities as well as relevant developmental measures that reduce the vulnerability of disaster prone areas, communities and households.

- ❖ The proposed implementation period for the above-mentioned Levels, 1, 2 and 3 is:
 - Level 1 - two years
 - Level 2 - three years
 - Level 3 - four years
- ❖ The operational plans and guidelines of the various response agencies that contribute to field operations must be considered when allocating responsibilities for response and recovery.
- ❖ The implementation of an integrated information and communication system in provincial and municipal spheres.
- ❖ The design and development of public awareness programmes related to risk-avoidance behavior.
- ❖ Compilation of guidelines for media relations.

National KPA's and Enablers

1. Integrated institutional capacity for disaster risk management.
2. Disaster risk assessment.
3. Disaster risk reduction.
4. Response and recover.

The framework also identifies three enablers that support the four KP A's.

1. Information management and communication.
2. Education, training, public awareness and research.
3. Funding arrangements for disaster risk management.

PROVINCIAL GUIDELINES AND KPA's FOR DISASTER MANAGEMENT

Provincial Guidelines

Northern Cape Provincial Disaster Management Framework (PDMF) is not yet available.

Provincial KPA

No Guidelines and KPA's

ENABLERS

1. Integrated institutional capacity for disaster risk management.
2. Disaster risk assessment
3. Disaster reduction
4. Response and recover

The framework also identifies three enablers that support the four KPA's

1. Information management and communication
2. Education, training, public awareness and research
3. Funding arrangements for disaster risk management

District Municipal Guidelines and KPA's for Disaster Management

Siyanda District Disaster Management Framework is not yet available.

//KHARA HAIS LOCAL MUNICIPALITY GUIDELINES AND KPA's

Guidelines for //Khara Hais Local Municipality

Institutional Capacity Building for Disaster Management.

Pre-Disaster Risk Reduction.

Post Disaster Recovery.

Public Awareness, Education, Training and Research.

Monitoring, Evaluation and Improvement.

KPA's Objectives for //Khara Hais Local Municipality

KPA I: Institutional Capacity Building for Disaster Management.

- Objective 1:** To establish effective institutional arrangements (the disaster management structure and organization) for the development and approval of an integrated disaster management policy.
- Objective 2:** To set out the mechanisms for the funding of disaster management.
- Objective 3:** To develop a local strategic disaster management implementation plan to implement the Disaster Management Act.
- Objective 4:** To establish and maintain a Local Disaster Management Centre (LDMC) for //Khara Hais Local Municipality (satellite).
- Objective 5:** To establish a Disaster Management Advisory Forum.
- Objective 6:** To establish, train and maintain a Disaster Volunteer Contingent.
- Objective 7:** To compile appropriate Mutual Assistance Agreements between all identified role players.
- Objective 8:** To develop a comprehensive Disaster Management Information System (DMIS).
- Objective 9:** To develop and establish integrated (horizontal and vertical) communication links with all disaster management role players in national, provincial and municipal spheres of government.

KPA II: Pre-Disaster Risk Reduction.

- Objective 1:** To identify all potential hazards and threats by inter alia using indigenous knowledge.
- Objective 2:** To execute a hazard assessment to compile a disaster hazard profile map for the Local Municipal area of jurisdiction.
- Objective 3:** To execute a vulnerability assessment, using GIS analysis to identify communities, property and infrastructure at risk.
- Objective 4:** To execute a risk assessment to compile a disaster risk profile for the //Khara Hais Local Municipal area of jurisdiction
- Objective 5:** To align the disaster management plan with the spatial development plan and with the IDP.
- Objective 6:** To compile appropriate risk reduction strategies for each identified hazard.
- Objectives 7:** To link each risk reduction strategy with Key Performance Areas of Line Functionaries to ensure effective and efficient implementation of risk reduction strategies.
- Objectives 8:** To formulate appropriate development policy to ensure sustainable development in future.

KPA III: Post Disaster Recovery.

- Objectives 1:** To develop effective and efficient response and recovery plans (SOP's and contingency plans) for all identified hazards and risks.
- Objectives 2:** To avert or reduce the potential impact in respect of health impacts, personal injury, loss of life, property, infrastructure or environment.
- Objectives 4:** To ensure that relief operations following significant events are coordinated and equitably distributed.
- Objectives 5:** To ensure that all rehabilitation and reconstruction strategies conducted following a disaster are implemented in a developmental manner.

KPA IV : Awareness, Education, Training and Research.

- Objectives 1:** To disseminate Disaster Management information to communities at risk, to the public and other identified role players after the execution of a hazard, vulnerability and risk assessment.
- Objectives 2:** To continuously execute public awareness campaigns to promote a culture of risk avoidance among stakeholders.
- Objectives 3:** To ensure positive media coverage and publicity to increase public awareness and understanding of disaster management.
- Objectives 4:** To develop appropriate educational and training programmes for disaster management to be implemented into regular training programmes.
- Objectives 5:** To create applied knowledge through disaster management research programmes.

KPA V: Monitoring, Evaluation and Improvement.

- Objectives 1:** Performance audits, self-assessments and peer reviews.
- Objectives 2:** Mechanisms required for monitoring incidents and significant events, disaster review and reporting.
- Objectives 3:** Guidelines for rehearsals, simulations, exercises and drills to evaluate the effectiveness of disaster management planning.
- Objectives 4:** Highlights the resources required for effective monitoring, evaluation and improvements.

RECOMMENDATION

After //Khara Hais Local Municipality has accepted the above-mentioned objectives, it is recommended

that detailed activities be identified for each objective. For implementation purposes it is further recommended that objectives and activities be grouped in short-, medium- and long term activities.

DISASTER MANAGEMENT STRUCTURE

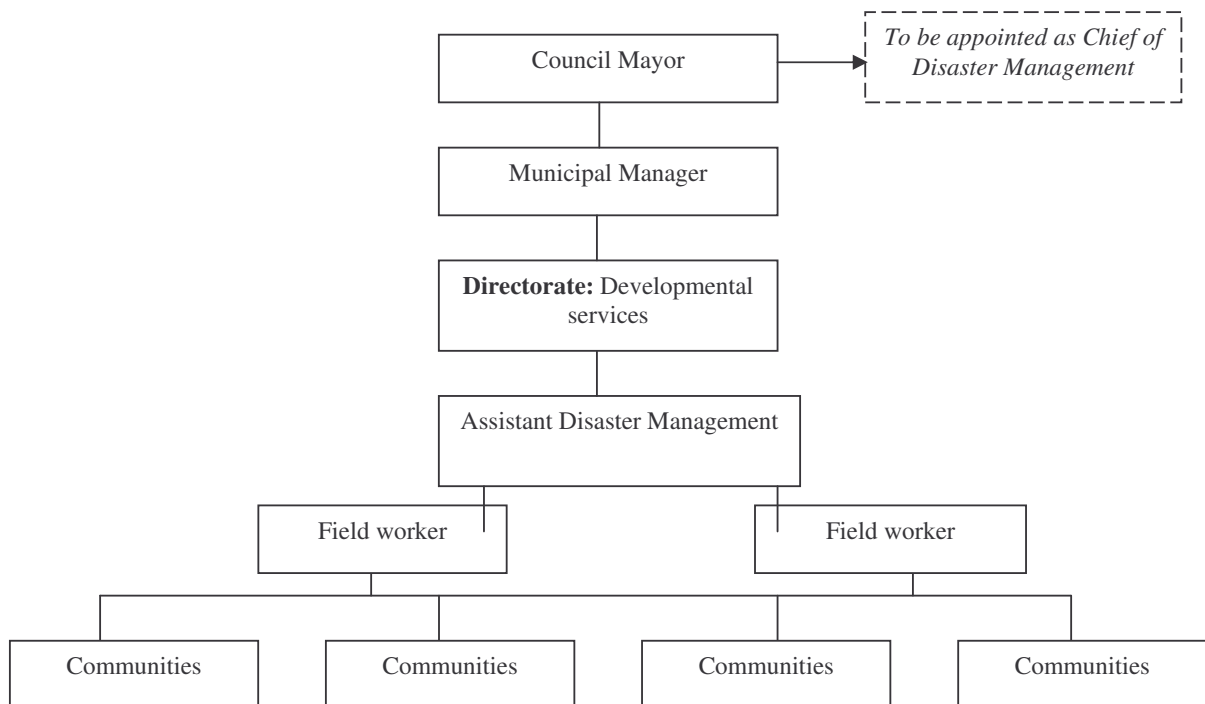
National Government

Provincial Government

District Municipality

Local Municipality

Structure for //Khara Hais Local Municipality



NB: It is highly recommended that the Municipal Mayor become the Chief of Disaster Management.

DISASTER MANAGEMENT ORGANISATION/ORGANOGRAM

LDMAC: Local Disaster Management Advisory Committee

- Portfolio Councilors X2.
- Chairperson – Municipal Manager.
- Dep. Chair – DDS (Director Development services).
- Members – All respective Heads of Departments.
- Appointed Municipal Officials.

OTHER STATE ENTITY OFFICIALS
OTHER ROLE PLAYERS

1. Establish a Local Disaster Management Advisory Committee (LDMAC). - Focus on Strategic issues.

LDMAC

The main aim of the LDMAC is to decide on strategic disaster management decisions, e.g. compile and approve disaster management framework and strategies, facilitate the execution of hazard and risk assessments and approval of disaster management organizations and structures in //Khara Hais Municipal jurisdiction.

The District Disaster Management Forum (DDMF) must consist of;

- the Municipal Manager of the Local Disaster Management unit;
- representatives from each of the district departments;
- representatives of organized local government;
- other role players, such as;
 - the South African Police Service,
 - the South African National Defense Force,
 - the South African National Weather Service,
 - the insurance industry,
 - business chambers,
 - organized agriculture,
 - traditional leaders,

- religious and welfare organizations,
 - medical, paramedical and hospital organizations, and
 - Non-Governmental Organizations (NGO's).
 - Co-opt role-players;
 - representatives from the Provincial Disaster Management Centre,
 - representatives from the District Disaster Management Centre,
 - the Head of the Disaster Management Committee at each Local Municipality,
 - organizations representing disaster management professions in South Africa,
-
- institutions of higher education and research,
 - international organizations,
 - statutory bodies regulating safety standards in particular industries. Institutions that can provide scientific and technological advice or support to municipal disaster management, and
 - experts in the field of disaster management.

Local Disaster Management Committee (LDMC)

The LDMC is also a tactical body and aims to bring together all line functionaries at local government level.

- Government Institutions (e.g
- Private Sector
- Ngo's / Cbo's

The LDMC decides on risk reduction and post disaster recovery strategies at Local Government level. The LDMC must consist of:

- Head of the Disaster management Committee (Municipal Managers)
- HOD's.
- Local Government Officials

District Disaster Management Forum (DDMF)

The primary role and responsibility of the DDMF is to facilitate the process of identifying appropriate disaster risk reduction strategies for all identified hazards.

Guidelines:

- Compile appropriate disaster risk reduction strategies for the local municipality.

***GUIDELINES AND
ACTIVITIES TO LOCAL
MUNICIPALITIES TO
IMPLEMENT DISASTER
MANAGEMENT***

KPA I: Institutional Capacity Building for Disaster Management.

- Adopt the proposed disaster management structure and organization.
- Establish proposed committees and forums.
- Establish, train and maintain a disaster volunteer contingent.
- Compile appropriate mutual aid agreements with all identified role players and stakeholders.
- Develop appropriate communication links with all role players and stakeholders.
- Develop an appropriate disaster management information system.
- Establish appropriate satellite and mobile disaster management facilities where necessary.
- Use the following Legislation to compile the Local Municipal Disaster Management Plan (LMDMP)
 - **Constitution of the Republic of South Africa:** - Supreme law of the country.
 - **Municipal Financial Management Act:** - Regulated municipal spending patterns.
 - **Municipal Structures Act:** - Dictates the administrative functions and responsibility of a municipality.
 - **Disaster Management Act:** - Prescribes activity that need to be followed to avoid a disaster and what steps need to be taken in the event of a disaster.
 - **Development Facilitation Act:** - Requires Land Development Objectives (LDO's).
 - **Local Government Transition Act:** - Requires Integrated Development Plans (Disaster Management Plan is mentioned by name).
 - **Municipal System Bill:** - Requires Integrated Development Planning.
 - **Environmental Legislation:** - Requires Environmental Impact Assessments (EIA).
 - **Agricultural Land Legislation:** - Emphasize the management of wetlands, flood plains and catchments

KPA II: Pre-Disaster Risk Reduction.

Analyze the internal environment by executing a GAP analysis.

- Adapt the Disaster Management Vision, Mission and Objectives of SDM.
- Objectives have to be:
 - measurable,
 - flexible,
 - realistic,
 - motivated and
 - achievable
- During the GAP-analysis the strong and weak points of the Disaster Management Component are normally identified.

KPA III: Analyze the external environment by executing a detail disaster risk assessment.

The Local Environment:

Information needs to be obtained on existing hazards, risks and vulnerable communities and infrastructure; by using inter alia indigenous knowledge.

- Identify all potential hazards in the area of jurisdiction by,
 - using indigenous knowledge,
 - using GIS-techniques.
- Transferring of identified hazards to GIS-maps to indicate the location of all identified hazards.
- Execute a hazard assessment to compile a hazard profile map for the area of jurisdiction, using GIS-techniques.
- Execute a vulnerability assessment to compile a vulnerability profile map for the area of jurisdiction, using GIS-techniques. . Identify communities and infrastructure at risk.

Execute a risk assessment to compile a disaster risk profile for the area of jurisdiction.

- Prioritize all identified hazards and align with IDP (seen figure for IDP process).
- **Water Legislation:** - Requires the determination of flood lines, flood plain development and dam safety regulations.

The Macro Environment

- Political: Governmental Policies and Legislations.
- Economical: Monetary and Fiscal Policies.
- Social/Cultural Impact of different cultural groups and their behaviour.
- Technological Innovation in Technology available for disaster management purpose.
- Ecological/Climate Impact of the natural environment on disaster management.
Opportunities and threats to be identified for Disaster Management.

Compile Disaster Risk Reduction Strategies

The primary role and responsibility of the **DDMAF** is to facilitate the process of identifying appropriate disaster risk reduction strategies for all identified hazards.

Guidelines:

Compile appropriate disaster risk reduction strategies for the local municipality.

Compile Disaster Risk Reduction Plans

The primary role and responsibility of the **DDMC** and **LDMC** is to implement identified risk reduction strategies by means of the compilation of appropriate risk reduction plans and projects.

Each Local Municipality has to compile a separate disaster risk assessment report to identify all the communities and infrastructure at risk in their area of jurisdiction. This is extremely important to compile detailed disaster risk reduction plans and projects.

Guidelines:

- Using the proposed disaster risk reduction strategies of the district municipality to identify the appropriate disaster risk reduction plans, programmes and projects.
- Align proposed disaster risk reduction plans, programmes and projects with the **IDP** of each Local Municipality.
- Link and align disaster risk reduction plans with KPA's of each line department.
- Registrar risk reduction plans as a project on the proposed performer supplied by the district municipality.

PROPOSED OUTLAY FOR DISASTER RISK REDUCTION PLANNING AND REGISTRATION OF RISK

REDUCTION PROJECTS

HAZARD TYPE:

Possible Risk Reduction Strategies	Possible Risk Reduction Measures	Estimated Cost (R)	Estimated Benefit (R)	Responsible Department (s)	Contact Person	Contact Number
1.						
	1.					
	2.					
	3.					
	4.					
2.						
	1.					
	2.					
	3.					
	4.					
3.						
	1.					
	2.					
	3.					
	4.					
4.						
	1.					
	2.					
	3.					
	4.					

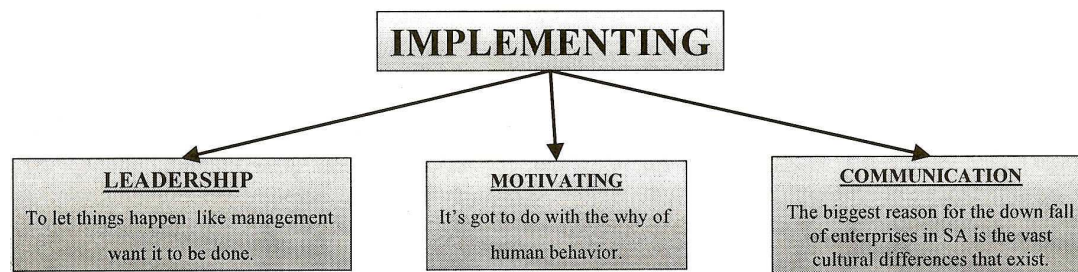
SUMMARY FOR RISK REDUCTION PROJECTS		
Project Name		
Hazard / Risk / Threat to Be addressed		
Risk Control		
	Terminate	
	Tolerate	
	Treat	
Line Department Responsibility		
Major Activities		
	Activity	Time Frame
	1.	
	2.	
	3.	
	4.	
	5.	
6.		
Cost to Reduce Risk		
Level of Acceptable Risk		
Benefit of Risk Reduction Measure		
Cost / benefit ratio		
Remarks		

IMPLEMENT DISASTER RISK REDUCTION PLANS, PROJECTS AND PROGRAMMES

The primary role and responsibility of the MDMA is to implement the proposed risk reduction plans, projects and programmes as approved by the Municipality.

Guidelines:

- Implement proposed disaster risk reduction plans, programmes and projects at each Local Municipality.
- Align disaster risk reduction plans with the Framework of the Local Municipality Disaster Management Centre.
 - Specify the land-use type for areas suitable for development.
 - Indicate areas suitable for development but with certain precaution measures.
 - Indicate areas not suitable for any development.



ate and adjust development policies to ensure sustainable development in future.

Three aspects to take into consideration when implementing any plan, namely:

- Leadership.
- Motivation.
- Communication.

At this stage it should become apparent that although for ease of reference and understanding, the application of disaster management can be implemented in different phases, many aspects could run concurrent, depending on what has been undertaken to date, and/or the level of progress being made with a specific item, or urgency, for that matter. Leadership is the single and most important part for the implementation of any plan. Different styles of leadership exist and it is for the Disaster Management Manager to select in some instances an appropriate style in order to implement the formulated Disaster Management Plan.

All activities have to be controlled by measuring and evaluating results of the Disaster Management Plan in order to take corrective actions. This process has to take place continuously to ensure that Disaster Management remains on track and those changes can be made timorously, where necessary.

"What gets measured - gets done!"

A practical way to implement, monitor and evaluate the status of any plan.

KPA III: Post Disaster Recovery.

- Develop effective and efficient response and recovery plans for all identified hazards and risks.
 - Adopt SOP's and contingency plans of the District Municipality. Adopt generic checklist of the District Municipality.
 - Compile a complete resource database for the Local Municipality.
 - Minimum requirements available to the disaster management component at local municipal level.
 - Media liaison plan.
- Regular exercising to respond effectively to any potential disaster.

KPA IV: Awareness, Education, Training and Research.

- Continuously execute public awareness campaigns to promote a culture of risk avoidance among communities, stakeholders and role players.
- Disseminate disaster information to communities at risk.
- Regular liaison with media to ensure positive media coverage and publicity to increase public awareness.
- Regularly updating of training programmes.
- Identify disaster related problems to execute research programmes to alleviate potential disaster risks.

KPA V: Monitoring, Evaluation and Improvement.

- Monitor and co-ordinate the implementation of proposed risk reduction projects and programmes.
- Annually evaluate the effectiveness of risk reduction measures.
- Annually evaluate the disaster management plan, make changes where necessary to improve the effectiveness of the plan.

ROLE PLAYERS

AND

RESPONSIBILITIES

DIRECTORATE TECHNICAL SERVICES

Responsible Official : Appointed Director
Name :
Cell :
Tel : 054- 3325911
E-Mail : tech@kharahais.gov.za
Fax : 054- 3311857

The primary functions for this Directorate regarding to disaster response are:

Directive for Essential Services:

- Electricity – supply and safety precautions.
- Workshop – availability of transport (busses, bakkies, etc.)
- Plumbers
- Water Purification
- Civil engineering
- Building Division
- Provision of water tankers.

Sub directorates

- Electrical
- Building and Civil Engineering
- Fleet and Maintenance
- Parks and recreation

NOTE:

Director can appoint any person in his division in an acting capacity.

DIRECTORATE CORPORATE SERVICES

Responsible Official : Appointed Director
 Name :
 Cell :
 Tel : 054- 3325911 ext : 2145
 Fax : 054- 3321762
 E- Mail : corp@karahais.gov.za

The primary functions for this Directorate regarding to disaster response are:

- Administration
- Availability of halls for temporary shelter and preparation of food supplies.
- Transportation
- Provision of community halls for temporary shelter.
- Media coverage and liaison regarding the incident.
- Finances regarding social relief and mitigation.
- Public awareness programs
-

Sub directorates

- Finance
- Human Resources
- Admin

NOTE:

Director can appoint any person in his division in an acting capacity.

DIRECTORATE DEVELOPMENT SERVICES

Responsible Official	:	Appointed Director
Name	:
Cell	:
Tel	:	054- 3325911 ext: 2174
E- Mail	:	dev@kharahais.gov.za

The primary functions for this Directorate regarding to disaster response are:

- Control room (communication from the scene - incident)
- Dispatched - inform all relevant role players - internal
- Inform all relevant role players and institutions - external
- Stabilize/secure the situation
- Supply social relief – mitigation
- Compile report regarding incident.
- Serve on the advisory Forum of the District Municipality.

Sub directorates

- Fire and Emergency services
- Mun. Security
- Dept. of Health
- Mun. Traffic

NOTE:

Director can appoint any person in his division in an acting capacity

CAPABILITIES, ROLES AND RESPONSIBILITIES:

GENERAL

AGENCY	CAPABILITIES, ROLES AND RESPONSIBILITIES
South African Police Services	<p>Preservation of peace and good order. Prevention of crime. Provision of a Forward Command Post facility and the associated co-ordination function for certain disaster events as agreed to in the Disaster Risk Management Plan. Provision of senior representative at any Joint Operation Committee. Maintenance of any side of a possible crime scene. Coronial investigation procedures. Traffic control, including assistance with road closures and maintenance of road blocks. Crowd control. Co-ordination of rescue. Co-ordination of evacuation. Patrols of evacuation areas. Tracing, or co-ordination of search for missing members of the community 24 hours Communications network Provision of a representative to the //Khara Hais Municipality Disaster Risk Management Advisory Forum.</p>
Department of health	<p>Co-ordination of medical resources. Provision and maintenance of hospital, clinics and health centre facilities. Appropriate pre- hospital on-site medical and health response management for casualties Public health advice and warning to participating agencies and the community. Health education programs. Immunization programs Epidemiology/disease surveillance Collection/dissemination of health information Provision statistical data Provision of GIS data Food and water testing capability Psychological and counseling services for disaster affected persons. Provision of a representative to the Siyanda District Disaster Risk Management advisory Forum. Provision of a representative at any Joint Operation Committee.</p>
Department of health (Veterinary Service)	<p>Lead Agency role relative to any outbreak of emergency animal's disease. Control/containment of communicable diseases. Provision of temporary pounds. Advice relative to stock matters. Destruction of stock as required. Provision of a representative to the Siyanda District Disaster Risk Management Advisory Forum.</p>
Department of social Welfare	<p>Co-ordination of NGO's and locally based community recovery services Co- ordination of the provision of emergency accommodation Management of education/Mass Care Centers Co-ordination of food vouchers and social relief payments to affected people Provision of social workers Co-ordination of Outreach Teams. Public Awareness Initiating poverty alleviation programs during the rehabilitation process. Provision of a presentation to the Siyanda District Disaster Risk Management Advisory Forum. Provision of a representative at any Joint Operation Committee.</p>

Department of Education	Provision of schools for temporary shelter. Disaster Awareness through subject inclusion in curriculum. Provision of a representative to the Siyanda District Disaster Risk Advisory Forum.
Department of agriculture	Public Awareness in rural communities. Control/containment of plant diseases. Import/Export control Co-ordination of the provision of farm equipment to assist in operation as required. Provision of water tankers. Provision of water testing service. Hygiene training. Advice primary producers relative to disaster recovery processes. Provision of a representative to the Siyanda District Disaster Risk Management Advisory Forum.
South African National Defense Force	Provision of manpower to assist in various roles. Provision of specialized transportation. Provision of a representative to the Siyanda Districts Risk Management Advisory Forum. Provision of a representative at any joint Operation Committee.

FUNCTIONS

SUPPORTING AGENCIES

DISASTER SUPPORT FUNCTIONS	AGENCY
COMMUNICATIONS	GENERAL SERVE CEDTRON COMMUNICATIONS
EVACUATION/STABILIZING AREA/SECURE AREA/TERRORIST ACTIVITIES	SAPS, SANDF.
EMERGENCY ACCOMODATION	DIRECTORATE CORPORATE SERVICE
SURVEY AN IMPACT ASSESMENT	FIRE AND RESCUE/ TECHNICAL SERVICES
EMERGENCY MEDICAL CARE	DEPARTMENT OF HEALTH
PUBLIC INFORMATION/MEDIA LIAISON	OFFICE OF THE MUNICIPAL MANAGER
SEARCH AND RESCUE	UPINGTON EMS, ACSA
UTILITIES/ADDITIONAL SUPPORT	SIYANDA DISTRICT MUNICIPALITY
RELIEF, LOGISTICTS AND SUPPLIES (FOOD, WATER, TEMPORARY ITEMS)	DEPARTMENT OF SOCIAL SERVICES
WATER/DAM LEVELS (CONTERMINATIONS)	DEPARTMENT OF WATER AFFAIRS
EPIDEMICS	DEPARTMENT OF HEALTH
ANIMAL DISEASES (PEST CONTROLL)	DEPARTMENT OF AGRICULTURE

SUPPORTING AGENCIES

PRIVATE SECTOR	ACSA
PARASTATAL	ESCOM
NGO'S, NBO'S	
TRANSPORTATION OF HAZARDOUS MATERIALS	
GOVERNMENT INSTITUTIONS	SANDE, SAPS, DEPT. OF WELFARE, DEPT. OF FORESTRY, HOSPITALS, SCHOOLS, DEPT. OF TRANSPORT, WEATHER BUREAU
COMMUNICATIONS	CEDTRON COMS, GENERAL SERVE
PROVINCIAL TRAFFIC	
EMERGENCY MEDICAL SERVICES (PRIVATE)	
CHURCHES	

MUNICIPAL DISASTER RISK MANAGEMENT ADVISORY FORUM

1. The //Khara-Hais Municipal Manager: Chairperson
2. South African Police Services
3. South African National Defense Force
4. Emergency Medical Rescue Services (Ambulance Services)
5. Department of Water Affairs and Forestry
6. Department of Social Services
7. Department of Transport
8. Department of Health
9. Department of Education
10. Department of Local Government
11. Non-Governmental Organizations and Community Based Organizations
12. Department of Agriculture
13. Airports Company of South Africa

RISK ANALYSIS

CONTINGENCY PLANS FOR RESPONDING TO KNOWN PRIORITY THREATS

Type of Incident

- Structural/veldt/ chemical fires
- Hazardous material incidents
- Collapsed structures/ Dwellings
- Railcar (train) incidents
- Aircraft incidents
- Floods and Storms
- Major vehicle accidents
- Hostage takings/situations
- Epidemics
- Bomb threats/Explosions
- Hi- jack situations

Approach:

NUCLEAR RADIATION (Transport and Isotopes)

1. FIRST STEPS/ACTIONS TO BE TAKEN

- 1.1 Distance
- 1.2 Shielding
- 1.3 Monitoring of exposed people
- 1.4 Decontamination
- 1.5 Treatment
- 1.6 Transport

2. WHO IS RESPONSIBLE TO CO-ORDINATE?

Fire Department

3. WHO WILL BE REQUIRED TO ASSIST/ SUPPORT (AND THEIR MAIN FUNCTION

- 1.7 SAPS -Crime/ Cordoning Safeguarding the scene
- 1.8 Traffic - Cordoning , escort services
- 1.9 EMS - Rescue/ Triage / Treatment /Transport
- 1.10 Disaster management - Shelter/ food /evacuation
- 1.11 SANDF - Evacuation / decontamination
- 1.12 Council for nuclear safety
- 1.13 Department of health

3. OTHER ASPECTS TO BE CONSIDERED /STEPS TO BE TAKEN

- 1.14 Evacuation
- 1.15 Shelter
- 1.16 Healthier (special)

4. ORGANIZATIONS TO BE INFORMED

- 1.17 Emergency Medical Services
- 1.18 Department of Health
- 1.19 Fire Brigade
- 1.20 South African Police Services
- 1.21 South African National Defense Force
- 1.22 Disaster Management – Municipal and District Municipal

1.23 Council for Nuclear safety

TYPE OF INCIDENT

HAZARDOUS GOODS (Fixed Loc)

1. FIRST STEPS /ACTIONS TO BE TAKEN

- 1.1 Contain
- 1.2 Fire-fighting
- 1.3 Rescue
- 1.4 Treatment
- 1.5 Transportation
- 1.6 Decontamination
- 1.7 Shelter
- 1.8 Evacuation

2. WHO IS RESPONSIBLE TO CO-ORDINATE?

Fire Department

3. WHO WILL BE REQUIRED TO ASSIST /SUPPORT (AND THEIR MAIN FUNCTION)?

- 3.1 SAPS - Crime/ Cordoning/ safeguarding the Scene
- 3.2 Traffic - Cordoning, escort services
- 3.3 EMS - Rescue / Triage/ Treatment/ Transport
- 3.4 Disaster Management - Shelter/ Food/ evacuation
- 3.5 SANDF - Evacuation / decontamination
- 3.6 Council for Nuclear Safety
- 3.7 Department of health
- 3.8 Department of water Affairs
- 3.9 National Department of Transport
- 3.10 Department of Welfare

2. OTHER ASPECTS TO BE CONSIDERED/STEPS TO BE TAKEN

- 4.1 Clean-up
- 4.2 Rehabilitation
- 4.3 Follow-up (long term effects)
- 4.4 Exposure of emergency staff to hazardous matter.

3. ORGANISATIONS TO BE INFORMED

- 5.1 Hospitals
- 5.2 Department of Labor
- 5.3 Department of water affairs
- 5.4 Department of Environmental affairs
- 5.5 Department of Health (environmental health)

TYPE OF INCIDENT

HAZARDOUS GOODS (Transport)

1. FIRST STEPS/ACTIONS TO BE TAKEN

- 1.1 Contain
- 1.2 Fire-fighting
- 1.3 Rescue
- 1.4 Decontamination
- 1.5 Treatment
- 1.6 Transportation
- 1.7 Shelter
- 1.8 Evacuation

2. WHO IS RESPONSIBLE TO COORDINATE?

Fire department

3. WHO WILL BE REQUIRED TO ASSIST / SUPPORT (AND THEIR MAIN FUNCTION)?

- 3.1 SAPS - Crime/ Cordoning/ safeguarding the scene
- 3.2 Traffic - Cordoning, escort services
- 3.3 EMS - Rescue/ Triage/ Treatment/ Transport
- 3.4 Disaster management - shelter/ Food/ evacuation
- 3.5 Fire Department/ Fire Protection Association - Fire Fighting
- 3.6 SANDF - Evacuation/ decontamination
- 3.7 Council for Nuclear Safety
- 3.8 Department of Health
- 3.9 Department of Water Affairs
- 3.10 National Department of Transport

2. OTHER ASPECTS TO BE CONSIDERED/ STEPS TO BE TAKEN

- 2.1 Clean-up
- 2.2 Recovery
- 2.3 Long term health effects

3. ORGANISATIONS TO BE INFORMED

- 3.1 Hospitals
- 3.2 Department of Labour
- 3.3 Department of water affairs and Forestry
- 3.4 Department of Environmental Affairs and Tourism.

TYPE OF INCIDENT***RAILWAY INCIDENTS (Passengers)*****1. FIRST STEPS/ACTIONS TO BE TAKEN**

- 1.1 Rescue
- 1.2 Treatment
- 1.3 Transport

2. WHO IS RESPONSIBLE TO CO-ORDINATE?

Disaster management

3. WHO WILL BE REQUIRED TO ASSIST/ SUPPORT (AND THEIR MAIN FUNCTION)

- 3.1 Fire
- 3.2 Ambulance
- 3.3 Traffic
- 3.4 SAPS
- 3.5 Spoor net

4. OTHER ASPECTS TO BE CONSIDERED/ STEPS TO BE TAKEN**5. ORGANISATIONS TO BE INFORMED**

Hospitals

TYPE OF INCIDENT

EPIDEMIC

1. FIRST STEPS/ACTIONS TO BE TAKEN

- 1.1 Confirm the diagnosis.
- 1.2 Institute appropriate isolation and treatment procedures for the patients.
- 1.3 Provide transport of patients (to be limited as far as possible)
- 1.4 Identify and follow up contacts
- 1.5 Institute appropriate preventative measures (e.g. prophylactic medication, immunizations, vector control and sanitation.
- 1.6 Quarantine and isolation.

2. WHO IS RESPONSIBLE TO CO-ORDINATE?

Department of health (Provincial)

3. WHO WILL BE REQUIRED TO ASSIST / SUPPORT (AND THEIR MAIN FUNCTION)

- 3.1 SAPS- assist with quarantine procedures; enforcing cordons if required, follow up on contacts.
- 3.2 Department of water affairs – assist with identification and eradication of waterborne disease.
- 3.3 Department of Agriculture – assist with identification and eradication of infectious diseases arising from agriculture related activity.
- 3.4 Local Authority – provide clear water and sanitation
- 3.5 Quarantine and isolation

2. WHO IS RESPONSIBLE TO COORDINATE?

Department of Health (Provincial)

3. WHO WILL BE REQUIRED TO ASSIST/ SUPPORT (AND THEIR MAIN FUNCTIONS)

- 3.1 SAPS- assist with quarantine procedures, enforcing cordons if required, follow up of contacts
- 3.2 Department of Water Affairs- assist with identification and eradication of waterborne disease
- 3.3 Department of Agriculture- assist with identification and eradication of infectious diseases arising from agriculture related activity
- 3.4 Local Authority- provide clean water and sanitation, follow up contacts, provide immunizations if indicated. Institute surveillance procedures if indicated.
- 3.5 SANDF- SAMHS provide medical support, army assist SAPS, Air force provide logistical air support (transport of supplies if required, etc.)
- 3.6 Health Care Providers (General Practitioners, Private Clinics etc.) –assists with surveillance procedures.
- 3.7 Laboratory Services – Case confirmations. Reporting of confirmed cases to authorities.

4. OTHER ASPECTS TO BE CONSIDERED/STEPS TO BE TAKEN

- 4.1 Provide adequate information to the Public.
- 4.2 Specific management of epidemic on causative infective agent.

5. ORGANISATIONS TO BE INFORMED

- 5.1 Local Authority Health Services
- 5.2 Provincial Health Department
- 5.3 National Health Department

5.4 World Health Organization (for specific cases)

TYPE OF INCIDENT

WEATHER RELATED (Flash floods, hail, snow, windstorms, tornado)

1. FIRST STEPS/ACTIONS TO BE TAKEN

- 1.1 Determine areas/ people at risk
- 1.2 Rescue people in danger
- 1.3 Evacuate a JOC.

2. WHO IS RESPONSIBLE TO COORDINATE? CEO of municipality (Disaster Management)

3. WHO WILL BE REQUIRED TO ASSIST / SUPPORT (AND THEIR MAIN FUNCTION)?

- 3.1 Municipal Emergency Services
 - (a) Disaster Management
 - (b) Fire Department
 - (c) Ambulance Services
 - (d) Traffic Department
- 3.2 SAPS – securing the area- Search and Rescue
- 3.3 SANDF- Search and rescue.

4. OTHER ASPECTS TO BE CONSIDERED/STEPS TO BE TAKEN

- 3.4 Arrange emergency shelter / food, etc.
- 3.5 Securing the area
- 3.6 Counseling

5. ORGANISATIONS TO BE INFORMED

- 3.7 South African Police Services
- 3.8 South African National Defense Force
- 3.9 District Municipality
- 3.10 Weather Services
- 3.11 Local Municipality
- 3.12 Dept. of Health
- 3.13 Dept. of Water Affairs and Forestry
- 3.14 Dept. of Social Services

TYPE OF INCIDENT

BOMB EXPLOSION/SITUATION/THREATS

FIRST STEPS/ ACTIONS TO BE TAKEN

- 1.1 take control of the scene
 - 1.2 Protect and secure the scene
 - 1.3 Establish entrance and egress control for all emergency personnel and secure that no unauthorized persons enter or leave the scene without recording all particulars, after confirming it with positive identification.
 - 1.4 Ensure that all seriously injured persons are removed to the nearest hospitals and keep exact record thereof such as particulars of the ambulance and paramedics, particulars of the injured persons name of hospital etc..
 - 1.5 Ensure that the exact position where each injured person was found is clearly indicated before removing them to hospital.
 - 1.6 Identify a local where the immediate coordination of all police and emergency actions can be controlled and indicate visibly for example use cordon, approximately 200 meters of the scene of the explosion.
 - 1.7 Conduct an orderly evacuation in cooperation in accordance with the Evacuation Plan to predetermined safe area, in cooperation and on recommendation of the security and or management of the building/location/company, if necessary.
 - 1.8 If it was decided to evacuate, inform the security and or management of the building/location/company that all people to be evacuated.
- Report any suspect item found
 - Remove their personal belongings, such as handbags and briefcases.
- 1.9 If any suspicious item or devices are detected ensure that the immediate area is evacuated and mark the location of the item/device, as well as the safe entrance route which can be used.
 - 1.10 Determine a safe entrance/egress route for support services, usually the route that which can be used.
 - 1.11 Hand over the scene to the appointed incident commander that will now take control of the scene when he/she arrives.
 - 1.12 Be available if your assistance is required at the scene.

2. WHO IS RESPONSIBLE TO COORDINATE?

SAPS

3. WHO WILL BE REQUIRED TO ASSIST/SUPPORT?

- Traffic control
- Fire brigade
- Ambulance services
- Hospitals
- Disaster Management.

4. ORGANISATIONS TO BE INFORMED

- Municipal Manager
- Hospitals
- South African Police Services

4. Duties of the incident commander.
 - 4.1 Take command and control of the scene in conjunction with the crime scene manager and senior staff of all there role players.
 - 4.2 Establish an on-scene command centre to coordinate all actions and emergency services which is clearly identified by mean of a distinctive sign (a flashing white light).
 - 4.3 Determine formal inner and outer perimeter and adjust if necessary.
 - 4.4 Coordinate access control.
 - 4.5 Establish security areas for medical, fire, police and ambulance services as well as a helicopter land area end holding area for injured survivors.
 - 4.6 Provide frequent and updated situation report to all the relevant role players.
 - 4.7 Ensure effective communication between all members of the Command Post, inner and outer cordons.
 - 4.8 Nominate specific officers for specific tasks and coordinate all activities.
 - 4.9 Set up a media point where updates information is conveyed to all media representatives.
 - 4.10 Record the activities of the Command Post and all instructions that were given.
 - 4.11 Obtain names and addresses of eye witnesses and casualties.
 - 4.12 Ensure that the scene is declared safe by the Bomb Disposal Unit before any other member's (irrespective of rank) are allowed to ensure the inner perimeter, for example the investigation officer, Video Unit, etc who are allowed to enter the inner perimeter.
 - 4.13 Deactivate disciplines whose tasks are completed in conjunction with the crime scene manager and other senior members of the other role players at the scene.

5. OTHER ASPECTS TO BE CONSIDERED/STEPS TO BE TAKEN

- 5.1 An emergency channel must be available for the exclusive and whole duration of the emergency. A simplex channel must also be available between the Command Post and the other members of the scene. These channels must be officially allocated by Radio Control and/Community Service Centre. Strict radio communication procedures must be adhered to at all times.
- 5.2 Don't use any radios or cellular telephones at the scene (use landlines).
- 5.3 If a suspect item / device are detected take the people away from the item/device and not the device away from the people.
- 5.4 Once the area is clear, all personnel shall stay outside the evacuation area.
- 5.5 Beware of secondary device

TYPE OF INCIDENT:***HOSTAGE TAKING*****FIRST STEPS/ACTION TO BE TAKEN**

- 1.1 Take control of the scene.
- 1.2 Activate Public Order Policing to assist in the cordoning of the scene.
- 1.3 Identify a location where the immediate co-ordination of all police and emergency actions can be controlled and indicate visibly, for example use cordon tape/flashing white light.
- 1.4 Establish access control and ensure that no unauthorized person enters the cordoned area.
- 1.5 Activate the following emergency services:
 - Fire Brigade
 - Ambulance Services
 - CEO Municipality
- 1.6 If contact is established with the hostage taker, abstain from making any promises and don't yield to any demands.
- 1.7 Hand over the scene to the Special Task Force at their arrival and maintain full control of the outer cordons.
- 1.8 No person, irrespective of rank may be allowed in the inner cordon without the prior consent of the Special Task Force.
- 1.9 Be available if your assistance is required at the scene.

2. WHO IS RESPONSIBLE TO COORDINATE?

SAPS

3. WHO WILL BE REQUIRED TO ASSIST/SUPPORT?

- 3.1 Traffic Control
- 3.2 Ambulance Services
- 3.3 Fire Brigade
- 3.4 Hospitals

4. OTHER ASPECTS TO BE CONSIDERED/STEPS TO BE TAKEN**5. ORGANISATIONS TO BE INFORMED**

- 5.1 CEO of municipality
- 5.2 Hospitals
- 5.3 NOCOC

TYPE OF INCIDENT

HI-JACKING (Vehicles / trains / busses /vessels /aircraft)

1. FIRST STEPS TO BE TAKEN

- 1.1 Take control of the scene in conjunction with Airport Owner or PORTNET/SPOORNET/Local Municipality or private owner.
- 1.2 Provide a complete situation report to the JOC. This information will enable the JOC to confirm the hostage situation and request the activation of the Special Task Force and the Hostage Negotiator on stand by.
- 1.3 Activate Public Order Policing and /or the South African National Defense Force to assist in the cordoning of the scene.
- 1.4 Identify a location where the immediate co-ordination of all police and emergency actions can be controlled and indicate visibly/ or make use of the preplanned location as determined by the Airport Owner or PORTNET/SPOORNET/Local Municipality or private owners in their Emergency Plans.
- 1.5 Establish access control and ensure that no unauthorized person enters the cordoned area. Only personnel responsible to resolve the situation are allowed at the incident scene.
- 1.6 If contact is established with the hi-jackers, refrain from making any promises or yield to their demands. Co-ordinate with the Special Task Force member or Hostage Negotiator before you makes any decisions.
- 1.7 Hand over the situation to the Special Task Force on their arrival and maintain full control of the outer cordons.
- 1.8 No person, irrespective of rank may be allowed in the inner cordon without the prior consent of the Special Task Force.

2. WHO IS RESPONSIBLE TO CO-ORDINATE?

SAPS

3. WHO WILL BE REQUIRED TO ASSIST/SUPPORT?

- 3.1 Traffic Control
- 3.2 Fire Brigade
- 3.3 Hospitals
- 3.4 Ambulance Services
- 3.5 LEO Municipality
- 3.6 Public Safety
- 3.7 Hazardous Material Team
- 3.8 ACSA
- 3.9 SPOORNET
- 3.10 PORTNET
- 3.11 SANDF

4. OTHER ASPECTS TO BE CONSIDERED/STEPS TO BE TAKEN.

- 4.1 An emergency channel must be available for the exclusive and whole duration of the emergency. A simplex channel must also be available between the Command Post and the other members on the scene. These channels must be officially allocated by Radio Control and/ Community Service Centre. Strict radio communication procedures must be adhered to at all times.
- 4.2 No armed SAPS official must be stationed in sight of aircraft, etc. because it could endanger the lives of the persons on the aircraft, etc.
- 4.3 If the hi-jackers fire from the aircraft, etc. do not return fire because it could be detrimental for the situation and could endanger the lives of innocent people.
- 4.4 Adhere to National Instruction: Hostage and Suicide Situations.

5. ORGANISATIONS TO BE INFORMED

- 5.1 CEO of the municipality
- 5.2 SANDF
- 5.3 ACSA
- 5.4 SPOORNET/PORTNET

TYPE OF INCIDENT***MARTIME (Chemical/Oil Spillage)*****1. FIRST STEPS /ACTIONS TO BE TAKEN**

1.1 Who is responsible to co-ordinate?

1.2 Who will be required to assist/ support (and their main function)

1.3 Other aspects to be considered/steps to be taken

1.4 Organizations to be informed.

TYPE OF INCIDENT:***FLOODING***

1. FIRST STEPS TO BE TAKEN
2. WHO IS RESPONSIBLE TO CO-ORDINATE?
3. WHO WILL BE REQUIRED TO ASSIST/SUPPORT?
4. OTHER ASPECTS TO BE CONSIDERED/STEPS TO BE TAKEN.
5. ORGANISATIONS TO BE INFORMED

1.2 AFTER THE FLOOD

IDP PROJECTS

DEPARTMENT NEED TO IDENTIFY RISKS

//KHARA HAIS IDP PROJECTS 06/07

PROJECT NO.:

IMPROVEMENT AND UPGRADING OF WATER NETWORKS:

- 1.1.5 Current risk to be identified in the municipal area on worn-out water pipelines, Where repeated breaks appear.
- 1.1.7 Identify current impact on environment and human beings and livestock (water shortage).

EXTENSION OF WATER NETWORKS:

- 1.2.1 Risk to be identified (environmentally and socially).
- 1.2.2 Sustainability of water provision (quality and quantity) risk to be identified in areas.
- 1.2.3 Identify current risks in Uitkoms East (Ward 12) . Spatial Dev. Issues to be taken into consideration.
- 1.2.4 Ensure an integrated approach: Identify risk in these approaches which include environmental impact, social impact, ect.

PLANNING AND MANAGEMENT OF WATER NETWORKS

1.3.1 TO 1.3.5

Ensure the safe guarding of structures and identify the risks in planning and management processes or techniques.

MAINTENANCE & UPGRADING OF BULK WATER INSTALLATIONS

1.4.1 TO 1.4.7

Regular updates on current water quality, storage facilities, water purification plants, etc.
High risk areas to be identified and plotted.

UPGRADING & MAINTANANCE OF EXISTING SEWERAGE NETWORK

2.1.1 to 2.3.8

Identify all current environmental risks and future risks

IMPROVEMENT & UPGRADING OF SANITATION FACILITIES

2.4.1 to 2.4.11

All risks in the Provision of sanitation facilities need to be identified. Future impact studies need to concentrate on sustainability which include quality of water sources, ect.

JOB CREATION AND RELIEVE OF UNEMPLOYMENT

Areas of high unemployment rate to be identified. Risk reduction measures which include LED Projects, etc. need to be put in place depending on results of all the risks identified in a special community or area.

DEVELOPMENT OF AGRICULTURAL BASED BUSINESSES AND PRACTICES

All risks in businesses and agricultural practices to be identified. Future predictions in terms of economic development as well as other issues impacting on these practices need to be made.

PUBLIC TRANSPORT AND ROAD INFRASTRUCTURE

A risk in terms of public transport and road infrastructure has to be identified.

Information regarding current status as well as incidents, etc. need to be collected.

High risks areas to be identified and plotted.

MAINTAINANCE AND UPGRADING OF EXISTING ELECTRICAL NETWORKS

Risks in terms of electrical networks need to be identified as well as possible future risks such as power failures, etc.

PROVISION/IMPROVEMENT OF STREET AND AREA LIGHTING

Risk areas to be identified. Enquire whether measures are aimed at preventing, reducing or mitigating the severity of consequences of disasters in order to ensure that the causes are been treated.

PRO-ACTIVE PROVISION OF SITES FOR ALL KINDS OF LAND USAGES

High risk areas to be identified and communicated to all the relevant role-players.

Ensure integrated human settlement through co-ordination. Spatial development plans to be used to identify suitable land together with updated and relevant information.

IMPROVEMENT OF THE GENERAL APPEARANCE OF TOWNS

Ensure that safety issues are dealt with within towns, e.g. signs, ect.

PROVISION OF NEW SPORT, RECREATION AND CEMENTARY FACILITIES

Safety measures to be put in place at all sport stadiums. Safety standards to be applied during and after a project.

Regular risk identification should occur at all facilities.

HOUSING PROVISION

Identified of high risk development areas (municipal area)

Risk identification in the use of quality building material.

Ensure integrated rural settlement through the identification of safe areas and integrated and co-operated approach.

HEALTH FACILITIES

Health risks to be identified in consultation with the department of health and the identification of risk reduction measures.

WASTE REMOVAL AND POLLUTION

Risk of all waste removal and pollution prevention and controlling to be identified.

HIV/AIDS

Activities to be done in collaboration with Dept. of Health and interested parties.

Identification of risks/impact HIV/AIDS have on other sectors, activities, etc.

EXECUTION OF CAPACITY BUILDING AND AWARENESS ACTIONS

Capacity building and awareness depend on risks identified. Capacity building and awareness to be implemented within the municipality as well as within communities.

Regular information sharing and distributions of Disaster Management information to be promoted.

IMPROVEMENT OF SECURITY AND SAFETY SERVICES AND INFRASTRUCTURE

Safety measures to be put in place after risk assessment.

CREATING NEW COMMUNITY FACILITIES AND INFRASTRUCTURE

Safety standards at all facilities.

Risks to be identified.

To couple general service provisions to risk reduction measures.

TOURISM FACILITIES

Ensure the safety of tourist within municipal area.

UPGRADING AND BETTERMENT OF EXISTING STORMWATER

Identify storm water problems.

Ensure that future development illuminate storm water problems.

Mitigating measures to be put in place in identified risk areas.

Past incidents to be listed and used as evidence to require funds.

**INPUTS REQUIRED FOR THE APPROVAL OF LEVEL I
DISASTER**

**MANAGEMENT PLAN FOR THE MUNICIPAL AREA (EC):
17.12.2 : (DIRECTORATE DEVELOPMENT SERVICES)**

13/11.1/2006 (EC) RESOLUTION

- 1. That the Disaster Management Plan be accepted in principle.**
- 2. That a session be held to explain the Plan, mentioned in paragraph1, to the Councillors.**